

OEL 873-65
29 June 1965

MEMORANDUM FOR : Members of OEL S&D Staff
SUBJECT : Contact During Travel

I am sure that the necessity for being able to be contacted by telephone while on travel is obvious. However, this is not generally given sufficient attention.

In the future, will you please take responsibility for informing the appropriate secretary or supervisor of a telephone number where you may be reached, and your new telephone contact in the event of a change of travel plans.

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